RIYANKA ARYAL

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PROFESSIONAL SUMMARY

Project management professional with municipal government experience supporting executive leadership on special projects, fiscal forecasting, strategic planning, and process improvement. Recent contributor to the City of Lakeway and City of Cedar Park, working directly with City Managers, Finance Directors, and engineering leadership on initiatives spanning long-range financial planning, capital project administration, consultant-supported procurement, and operational modernization. Skilled at managing project timelines, coordinating stakeholders, preparing decision-ready reports, and translating complex policy and fiscal information into clear recommendations for senior administrators and elected officials. Completing a Master of Public Administration at Texas State University (May 2026). Authorized to work in the U.S. (EAD/GC) — no sponsorship required.

CORE COMPETENCIES

Special Projects Management • Municipal Government Operations • Strategic Planning • Policy Analysis & Development • Legislative & Regulatory Research • Fiscal Forecasting & Budget Analysis • Consultant & Contract Administration • RFP / Competitive Sealed Proposal Process • Stakeholder Engagement • City Council & Boards/Commissions Support • Cross-Functional Team Coordination • Process Improvement • Public Administration Reporting • Microsoft Office Suite (Excel, Word, PowerPoint, SharePoint) • Power Automate • GIS (Atlas) • Agile / Scrum • JIRA • Confluence

EDUCATION

Master of Arts in Public Administration (MPA) August 2026
Texas State University — San Marcos, TX
GPA: 4.0

Master of Science in Biological Resources November 2022
Rhine-Waal University of Applied Sciences — Kleve, Germany
GPA: 4.0

Bachelor of Science in Microbiology December 2018
Tribhuvan University — Kathmandu, Nepal
GPA: 3.46

PROFESSIONAL EXPERIENCE

Administrative Intern — Office of the City Manager Sep 2025 – Dec 2025
City of Lakeway — Lakeway, TX

- Led a multi-model 5-year fiscal forecast (2027–2031) for the City Manager and Finance Director, applying time-series (ETS) and driver-based modeling to project revenue and expenditure trends, identify structural budget imbalances, and inform long-range strategic planning.
- Analyzed the implications of Texas's 3.5% property tax revenue cap and calculated forecasted tax-rate scenarios required to address projected deficits, producing decision-ready recommendations on revenue diversification and fiscal sustainability for senior leadership.
- Monitored and interpreted state legislative and regulatory trends affecting municipal revenue policy, translating complex fiscal and policy information into clear narrative and statistical reports for the City Manager's executive team.
- Designed and deployed the "Lakeway Analytics Hub," a SharePoint-based operations portal integrating Power Automate workflows to consolidate news, alerts, and task management — reducing information-access time for the city management team by an estimated 70%.

- Identified process-improvement opportunities across internal administrative workflows and replaced fragmented communication and file-storage systems with an integrated digital dashboard, saving an estimated 3–4 hours of staff time per week.
- Configured department-specific SharePoint permissions and custom Microsoft Lists to support secure cross-departmental collaboration, eliminating document version conflicts and improving task accountability.
- Prepared statistical and narrative reports, status updates, and recommendations on assigned special projects for review by senior administrators.

Engineering Intern — Capital Improvement Projects Jan 2025 – Apr 2025
City of Cedar Park — Cedar Park, TX

- Supported the city's Competitive Sealed Proposal process for the 2025 Major Road Resurfacing project — assembling the RFP package, managing CivCast bid submissions, and assisting with bid tabulation and scoring in coordination with the project manager and consultant team.
- Coordinated with IT and GIS staff to set file-naming standards and upload procedures, ensuring long-term accessibility of engineering records for asset planning, audits, and future budget cycles.
- Digitized nearly three decades of capital project records — plans, bonds, change orders, and close-out documents — into searchable PDFs and initiated linking them to the city's Atlas GIS system.
- Discovered and geo-tagged 180+ previously unmapped capital projects, improving the city's infrastructure asset inventory used for maintenance planning and capital budgeting.
- Organized close-out documentation for completed projects to support audit readiness and future capital improvement planning.
- Assisted the Stormwater Project Manager with a community outreach session at Reed Elementary, supporting public engagement on a city infrastructure initiative.

Project & HR Assistant Aug 2021 – Feb 2024
Just We GmbH — Düsseldorf, Germany

- Coordinated and delivered cross-border solar installation projects across France and Germany, managing project timelines, deliverables, and stakeholder communication to ensure on-time and on-budget completion.
- Served as liaison between field teams, project leadership, and external stakeholders — facilitating weekly project meetings, maintaining alignment on objectives, and resolving issues through negotiation and structured communication.
- Conducted in-depth regulatory and market research across multiple jurisdictions, producing actionable insights that informed project development strategy and feasibility assessments.
- Developed and implemented streamlined hiring and onboarding processes for interns, optimizing team integration and improving operational efficiency across the project portfolio.
- Established a structured electronic filing system for project documentation, improving information accessibility, audit-readiness, and inter-team coordination.

Project Management Intern Oct 2020 – Jul 2021
Just We GmbH — Düsseldorf, Germany

- Supported project development across land acquisition, permitting, financial modeling, procurement, and power marketing, producing supporting documents and analyses that informed go/no-go decisions by senior leadership.
- Conducted primary and secondary research on regulations, power economics, and input prices across multiple markets, providing insights that shaped project development strategy.
- Coordinated communication between internal teams and external parties — including customers, vendors, and consultants — escalating complex issues to the Project Manager and documenting resolutions.

Medical Representative Aug 2018 – Mar 2019
Aarti Meditech Pvt. Ltd. — Kathmandu, Nepal

- Built and maintained professional relationships with doctors, hospitals, and medical staff — early experience in stakeholder engagement and negotiation across diverse audiences.
- Analyzed customer needs, identified market gaps, and recommended solutions, developing the customer-orientation and communication skills foundational to stakeholder management.

CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

- Google Project Management Certificate — Google
- Agile Fundamentals — Udemy
- Negotiation and Strategic Planning — Rhine-Waal University of Applied Sciences
- Microsoft Excel: Beginner to Advanced — Udemy
- Fundamentals of Life Cycle Analysis — Udemy

HONORS & RECOGNITION

ICMA Local Government Management Fellowship — Finalist 2026 *International City/County Management Association (ICMA)* Selected as a national finalist for ICMA's premier early-career fellowship for emerging local government professionals.

SELECTED PROJECT HIGHLIGHTS

- City of Lakeway 5-Year Fiscal Forecast (2027–2031): Dual-model forecast (ETS time-series + driver-based) used by the City Manager and Finance Director to evaluate long-range policy and revenue scenarios under the Texas 3.5% property tax cap.
- Lakeway Analytics Hub: Architected SharePoint + Power Automate operations portal that consolidated news, alerts, and task management across the city management team; reduced information-access time by an estimated 70%.
- Cedar Park 2025 Major Road Resurfacing RFP: Supported full Competitive Sealed Proposal lifecycle — RFP assembly, CivCast bid intake, tabulation, and scoring — in coordination with consultants and engineering leadership.
- Cedar Park Capital Records Digitization: Digitized ~30 years of capital project records and geo-tagged 180+ previously unmapped projects in the Atlas GIS system.